



Stores Ordering

Pathlab BOP is well settled into our fabulous laboratory building on Cameron Road. Thank you all for supporting us through the transition into our new building and establishing/adjusting ordering processes to make them work for all parties involved.

Pathlab is implementing additional changes to streamline ordering.

The Stores Order Form has been updated:

- **please ensure you are using the latest version. (August 2017)**
- all orders **must** include an order number, this is required for audit purposes
- some items now have an option for ordering by tray/box or “each” quantity
- order form is now available as a Word document so you can type into it and attach to an email more easily.

The latest version of the order form is always available to download from our [website](#), or you can [email](#) to request a copy.

The preferred process is for these orders to be emailed, so we are able to reply to confirm we have received it. Orders can also be faxed or sent via the chilly bin.

The standard turnaround time is 2-3 working days, so please ensure you have placed your order before you have run out of stock as Pathlab may not be able to meet your urgent needs immediately.

We have recently had a lot of expired stock returned to us. If you have excess stock please send it back to us (before expiry) so we can re-circulate to a practice that can use it in good time.

Due to the cost and lack of useability of expired stock, we encourage you to order less quantity, more frequently to help formulate steady stock rotation for yourselves as well as Pathlab.

We always welcome your feedback – please contact us directly.

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CLINICAL UPDATE